


General Travel Requirements

A **state employee** is entitled to reimbursement of certain travel expenses required by the employing agency to conduct official state business. The amount of reimbursement is subject to certain limitations as prescribed by [Chapter 660 of the Texas Government Code](#), the [General Appropriations Act](#)  and outlined in the [Comptroller's](#) TexTravel guide and OCA rules.

Conservation of State Funds



A **state agency** must minimize the amount of travel expenses reimbursed by ensuring that each travel arrangement is the most cost-effective considering all relevant circumstances.

Official State Business



A **state agency** may reimburse a **travel expense** only if the purpose of the travel clearly involves official state business and is consistent with the agency's legal authority.

Agency and Employee Responsibilities

Agencies must properly train employees on travel regulations and keep them informed of any changes in travel rules. Agencies must ensure that all travel reimbursements are examined prior to payment to ensure compliance with all applicable regulations and limitations. Employees must ensure that their travel complies with applicable laws and rules and must not seek reimbursement for travel expenses that the employee should reasonably know are not reimbursable. The **Comptroller** is required by law to properly audit all claims submitted for payment. Therefore, all payment transactions are subject to audit regardless of amount or materiality.

Expenses must Actually be Incurred to be Eligible for Reimbursement

A **state employee may not** be reimbursed for a **travel expense** unless the employee has incurred the expense. For example, a state employee who receives free transportation or lodging in exchange for mileage, points or other non-monetary credits has not incurred an expense for reimbursement purposes.

Four-per-Car Rule



When employees from the same agency travel on the same dates with the same itinerary, they must coordinate travel. When four or fewer employees travel on the same itinerary, only one may be reimbursed for mileage. When more than four employees travel on the same itinerary, only one out of every four may be reimbursed for mileage. **Texas Government Code Section 660.044**